



Accessory Structure Checklist

REQUIRED FORMS, DRAWINGS AND SPECIFICATIONS

BUILDING SERVICES DEPARTMENT

Definition: An Accessory Structure is a structure or building that is normally incidental, subordinate, secondary or ancillary to the main use, structure or building and is exclusively devoted to that main use, structure or building and located on the same property. Accessory Structures may include but are not limited to the following: storage building, warehouse, garage, pool, shed, mechanical building, workshop, gazebo.

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An application to construct, add to, or renovate, an Accessory Structure in the Township of Springwater **may include but is not limited to** the following forms, drawings, specifications, support documents, fees, deposits and charges (unless specifically waived by the Chief Building Official):

- Always** required
- May be** required
  
- Application for a permit to construct or demolish
- Entrance application from the Township of Springwater **OR** Entrance *approval* from the County of Simcoe **OR** Entrance/land use *approval* from the Ministry of Transportation
- Nottawasaga Valley Conservation Authority approval
- Proof of ownership **OR** Letter of Authorization from owner to agent
- Septic Use Permit/Certificate
- Site Plan \*\*

#### **Drawings and Specifications:**

- Architectural Drawings including Foundation floor plan or slab on ground plan; floor plans, cross sections; all elevations; conventional floor and roof framing plans
- Engineered elements including any pre-manufactured component such as, but not limited to the following: Trusses, LVL and Parallam beams, studs and columns, I-joists; wall panels, railings, steel beams posts, studs and joists etc.
- Lot Grading Plan Approval  
If the structure is in a registered plan of subdivision, a copy of the Approved Lot Grading Plan shall be submitted showing accessory structure location so that confirmation that the proposed structure will not adversely affect the lot grading and storm and surface draining, can be made.
- Tree Preservation Plan

#### **Fees, Charges and Deposits:**

- Building Permit
- Development Charges:
  - County of Simcoe Charges
  - Education Charges – Public
  - Education Charges – Separate
  - Township Charges
  - Township Area Charges
- Entrance fee
- Lot Grading Deposit (may be refundable)
- Lot Grading Approval Fee (Begins January 2007)
- Plumbing fee

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- Sewage System Connection fee
- Septic System Permit fee
- Water Connection fee
- Water meter fee

**\*\*Site Plan Checklist:**

Details on Site Plan for an Accessory Building may include but are not limited to the following information:

- ✓ Description of Property including:
  - ✓ Lot and Concession numbers **and/or** Lot and Plan numbers **and/or** Reference Plan and Part numbers
  - ✓ Lot dimensions and lot area
  - ✓ North Facing Arrow (eg N ↑ )
  - ✓ Street Name and Number
- ✓ Dimensions of all buildings, area of all buildings
- ✓ Distance between all buildings and structures
- ✓ Location of:
  - ✓ all buildings (including dimensions to each property line)
  - ✓ any natural or man made watercourses, lakes, ponds, pools, reservoirs, rivers, streams and springs
  - ✓ driveways
  - ✓ neighbouring septic systems
  - ✓ neighbouring water wells (including depth and type)
  - ✓ septic system (including all dimensions)
  - ✓ services (eg. water & sewer lines, telephone, gas, hydro lines etc.) vegetation and trees
  - ✓ water well (including depth and type)